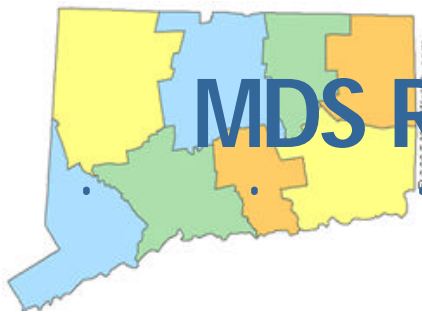


State of Connecticut
Department of Mental Health & Addiction Services
Prevention Division



MDS Reference Guide

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Definitions

Activity Code

The activity code is the 6-digit alphanumeric code representing the prevention service. The entries in the Activity Code column are linked to the corresponding field in the main Data Entry screen. Each Activity Code is uniquely associated with a Description.

Activity Description

The activity description is a brief narrative description of the activity being performed at a recurring service session. It serves as a way to link multiple sessions of the same recurring service with the same participants.

Attendees and Participants

A Prevention Service Attendee is a specific individual who takes part in a Single Prevention Service. A Prevention Service Participant is a specific individual who take part in a Recurring Prevention Service.

When entering Attendees/Participants for a service, please remember that while *all* attendees should be counted in the service statistics of a single service, only *new participants* (i.e., those who have never attended a session of this recurring prevention service before) should be counted in the statistics for a recurring prevention service.

CSAP Strategy

CSAP Strategy summarizes the prevention service activity according to the program strategy employed by CSAP Services by CSAP Strategy

Demographics Indicator

The Demographic Estimate Indicator identifies whether demographic data are estimated for single services. To select a demographic estimate indicator, click on the down arrow and click on the indicator for which you want to generate a report. There are three demographic estimate indicators:

- **Estimated** - The demographic data are an estimated figure
- **Actual** - The demographic data represent an actual count
- **Combined** - The demographic data are a mix of estimated and actual figures

Group Name

The Group Name is the name of the individuals who participate the service being conducted, e.g., or "Keller ES". Some providers use the name of group in a broader sense, such as Community of Bristol, Potential Participants, CLC Youth, etc.

Number Completed

The number completed is the number of participants completing a recurring prevention service with the session being documented. Requirements for "completing" a service will vary from provider to provider and even from service to service, but may include the participant being present at a specified number of sessions, completing an examination or concluding activity, or other conditions as might be set forth in advance.

For some services all participants completing the service will do so at the same

Time, while for others, participants may complete the service over the course of several sessions. In either case, only the participants who complete the service each week should be counted here. Those who may have already completed the service but who continue to attend sessions should be listed when they complete, but not afterward.

Participants and Attendees

A Prevention Service Attendee is a specific individual who takes part in a Single Prevention Service. A Prevention Service Attendee is a specific individual who take part in a Recurring Prevention Service.

When entering Participants/Attendees for a service, please remember that while all attendees should be counted in the service statistics of a single service, only new participants (i.e., those who have never attended a session of this recurring prevention service before) should be counted in the statistics for a recurring prevention service.

Provider ID

The provider ID is the alphanumeric code representing the organization providing the prevention service. The entries in the Provider ID column are linked to the corresponding field in the main Data Entry screen. Each Provider ID is uniquely associated with a Provider Name.

Service Code

The service code identifies the service as a Single or Recurring Service. Your choice for this field will affect to a great extent the amount and type of information you

will be asked to enter for this service. For more information about Single and Recurring Services, click on the codebook icon next to the "Service Code" heading on the data entry form.

Service Date

The Service Date is the date the service took place (for recurring services, the date that the session being documented took place). It should be entered in the format YYYY-MM-DD.

Session Number

The Session Number is assigned to each meeting of a recurring prevention services, and identifies the order of the session within the framework of the service plan. Session numbers should begin with 01 and increase for each service session.

Service Population

The service population refers to the population or specific groups that directly received the prevention services.

Service Type Code

The service type code is the alphanumeric code representing the prevention service type. The entries in the Service Type Code column are linked to the corresponding field in the main Data Entry screen. Each Service Type Code is uniquely associated with a Description.

Session Number

Applies only to recurring services, where the service is provided to recipients in multiple sessions delivered over time.

Staff Name

The staff name field refers to the name of the prevention service staff member who provided or oversaw the service. Team names are used when multiple staff provides a service together.

Sub-state Entity Code

The substate entity code is the alphanumeric code representing the geographic region, county, or district within the state or outside the state where the

prevention service was provided. The entries in the Substate Entity Code column are linked to the corresponding field in the main Data Entry screen. Each Substate Entity Code is uniquely associated with a Substate Name.

Total Present

The total present is the total number of attendees or participants taking part in the prevention service being documented. For single services, this should equal the sum of the male and female attendee fields.

For a session of a recurring service, the total present should be the total present regardless of whether the participant is a new participant - accordingly, this figure may be larger than the sum of the male and female new participants fields.

Unit Count

The unit count is the number of prevention items counted, distributed, disseminated, or developed (e.g., number of brochures). It is not the number of participants, attendees, unit costs, or units of time, such as hours. The unit count is defined only for those service types that do not require demographic data to be collected.

Single and Recurring Prevention Services

In the MDS, the terms “single” and “recurring” are used to distinguish between one-time events and ongoing prevention programs.

Single services are generally conducted once; examples area presentation at a civic group luncheon or a speech at a school assembly.

Recurring prevention services are efforts undertaken with the same group of people over a fixed period of time, such as a parent education group where the same individuals meet once a week for 6 weeks.

How to Code Single and Recurring Services

Three fields in the MDS are used to record recurring prevention services.

Single/Recurring Service Code—The *single/recurring service code field* identifies the service as a single or recurring prevention service. An “R” is used for recurring.

Recurring Service Session Number—The *recurring service session number* is an incremental number denoting the session number of a recurring prevention service (e.g., 01 for the first session, 02 for the second session).

Activity Code—The *activity code field* is a unique identifier used to link each session within a recurring prevention service that is undertaken with

the same group of people over a fixed period of time. Activity codes must be assigned to recurring prevention services. Some states allow providers to determine their own combination of characters and numbers, while others bring providers together and mutually agree upon categories for the first three characters of the activity code (e.g., ASP for after school programs) with the remaining three characters being assigned by the individual provider (e.g., ASP001, ASP002). States and providers may select either method. The most important thing to remember is to assign a new code each time a new, discrete, recurring program is started with a different group of people.

Service Type Codes

Service Type Codes are used in MDS to identify the specific service that has been rendered to the clients.

Working with the six CSAP strategies for primary prevention (Information Dissemination, Education, Alternatives, Problem Identification and Referral, Community-Based Process, Environmental), providers can record services to individuals, schools, parents, and communities that encompass both single and recurring services.

Community-Based Process

Community-based process strategies aim to enhance the ability of the community to more effectively provide substance abuse prevention and treatment through the establishment of collaborative groups. Services in this strategy include organizing, planning, and enhancing the efficiency and effectiveness of services implementation, interagency, collaboration, coalition building, and networking. Individuals involved in these strategies are either members of coalitions (formal or informal) that represent various groups within the community or else are working on providing support to such collaborative groups.

Code	Service Type
STC01	Accessing Services and Funding
STC02	Assessing Community Needs
STC03	Community/Volunteer Services
STC04	Formal Community Teams
STC05	Community Team Activities
STC06	Training Services
STC08	Technical Assistance Services
STC10	Systematic Planning Services
CTC11	Focus Groups
CTC12	Community Funds Distribution
CTC13	SPF Coalition Building
CTC14	SPF Capacity Building
CTC15	SPF Monitoring and Evaluation

STC01**Accessing Services and Funding**

Assisting communities in increasing or improving their prevention service capacity by developing resources to support those services. Examples are:

- Developing and maintaining a resource listing of Federal, state, and local funding programs
- Accessing and coordinating Federal, state, and local grants
- Developing program budgets

Count Method: Accessing services and funding activities are counted, using the Number of Units field, each time a resource is developed or maintained or a grant or budget is submitted. They are counted as the number of resources developed or maintained or the number of grants or budgets submitted. Count as a single prevention service. Record the service population. Demographic tracking is not applicable to this service type.

STC02**Assessing Community Needs**

Implementing prevention-focused tasks to determine the need for prevention services, identify at-risk and high-risk populations, or determine priority prevention populations for service delivery. Examples are:

- Conducting/participating in statewide prevention needs assessments
- Conducting community prevention needs assessments
- Conducting neighborhood needs assessments

Count Method: Assessing community needs is counted in the data set, using the Number of Units field, as the number of needs assessments conducted. Count as a single prevention service when it is completed. Record the service population as General Population (SP10). Demographic tracking is not applicable to this service type.

STC03**Community/Volunteer Services**

Structured prevention activities intended to impart information and teach organizational development skills to individuals or community groups. Examples are:

- Community volunteer services
- Action planning for community decision-makers
- Multicultural leadership mobilization activities
- Neighborhood action services

Count Method: Community/volunteer services are counted in the data set as a single prevention service. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population and the demographics of the people who received the community/volunteer service.

STC04**Formal Community Team**

Formalized community organizations concerned with fostering common interests and advocacy for prevention services, as well as groups meeting to create formal community teams. Examples are:

- Regular and ongoing participation in interagency councils or multi-agency task forces
- Alliances
- Coalitions
- Groupings of citizens, including youth, who promote healthy communities, families, schools, and activities

123

Count Method: Community teams are counted in the data set, using the Number of Units field, and are recorded only one time when the formal community team is formed. Count as a single prevention service. Record the service population as not applicable (Service Population Code SP99). Demographic tracking is not applicable to this service type. NOTE: Activities that teams conduct or engage in are counted under Community Team Activities (see below).

STC05

Community Team Activities

Activities or services conducted with or sponsored by formalized community teams for the purpose of fostering, supporting, or enhancing community prevention services. Examples are:

- Multi-agency coordination and collaboration
- Community mobilization events
- Development or implementation of action plans
- Civic advocacy
- Joint planning or programming between two or more agencies or organizations
- Development of interagency or multi-agency cooperative agreements to provide prevention services

123

Count Method: Community team activities are counted in the data set, using the Number of Units field, as single prevention services and are recorded as the number of sponsored events. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population. Demographic tracking is not applicable to this service type. NOTE: Count formal community teams under Community Teams (see above).

STC06

Training Services

Delivering structured substance abuse prevention training events intended to develop proficiency in prevention program design, development, delivery, and evaluation skills. (General public education or being a guest speaker at a training delivery is not included in this set of services and should be counted under Speaking Engagements under the Information Dissemination strategy). Examples are:

- Developing prevention training curricula
- Conducting prevention training programs
- Training of trainers
- Other formal skill-building activities

123

Count Method: Training services are counted in the data set by the agency or individual who conducted the training. Count as a single prevention service. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population and the demographics.

STC08**Technical Assistance (TA)**

Services provided by professional prevention staff intended to provide technical guidance to prevention programs, community organizations, and individuals to conduct, strengthen, or enhance activities to promote prevention. Services recorded under this Service Type Code should be viable technical assistance that will lead to a final product. Examples are:

- Addressing cultural competence
- Developing an action plan/capacity building
- Quality assurance and improvement
- Conducting evaluations
- Adding programs and services
- Developing funding and resources
- Providing professional expertise
- Organizational development

123

Count Method: Technical assistance services are counted in the data set as single prevention services. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population and the demographics.

NOTES: Technical assistance involving the environmental strategy is recorded under the Environmental Consultation to Communities Service Type Code. Attendance at professional meetings is not recorded in the data set.

STC10**Systematic Planning**

Structured services that help states and communities to identify prevention needs, assess existing prevention services, set priorities, and allocate prevention resources systematically, based on objective needs assessments. The specific plan is the product to be counted. Examples are:

- Agency/provider strategic plan
- Community team/organization plan
- Block grant plan
- State prevention plan

Count Method: Systematic planning services are usually counted in the data set as single prevention services.

CTC11**Focus Groups**

Focus Groups are defined as structured interviews of 6-10 people at the same time in the same group in order to evaluate services or test new ideas.

123

Count Method: Focus groups are counted, using the Number of Units field, each time a new focus group is held. Count as a single prevention service. Record the service population. Demographic tracking is applicable for this service type.

CTC12**Community Funds Distribution**

This service is the allocation of funds for a specific purpose. Examples are:

- Regional Action Council review and funding of Local Prevention Councils

- Scholarship distribution
- Mini-grant distribution
- Request for Proposal review processes

123

Count Method: Community fund distribution is counted, using the Number of Units field, each time a new individual or entity is funded. It is counted as a single prevention service. Record the service population. Demographic tracking does not apply to this service type.

CTC13

Strategic Prevention Framework Coalition Building

Conducting activities specifically designed to build or enhance your SPF-funded coalition, such as:

- Building relationships, particularly with underserved populations.
- Identifying key organizational or coalition activities and goals.
- Writing, reviewing, or rewriting organizational or coalition mission/vision.
- Hiring and training staff.
- Identifying or securing physical space.
- Coordinating or improving technical resources, data collection and/or management information systems (MIS) plans.

123

Count Method: SPF coalition building activities are counted in the data set as single prevention services, using the Number of Units field, each time an activity is completed. Record the service population and the demographics of participants in coalition building activities.

CTC14

Strategic Prevention Framework Capacity Building

Participation in informational and training meetings related to the implementation of the Strategic Prevention Framework at the community level, conducted by DMHAS staff, UConn Health Center staff, or DMHAS Resource Links:

- Grantee meetings
- Learning Communities to understand how to implement the Strategic Prevention Framework model at the community level
- Training and technical assistance to address specific readiness and capacity needs

123

Count Method: SPF capacity building activities are counted in the data set as single prevention services, using the Number of Units field, each time an activity is completed. Record the service population and the demographics of coalition members participating in the capacity building activities.

CTC15

Strategic Prevention Framework Monitoring and Evaluation

Activities involved in monitoring implementation and impact of SPF-funded interventions, such as:

- Monitoring fidelity of implementation
- Participating in the National SPF SIG Cross-Site Evaluation
- Collect, enter, and analyzing MDS data.

Count Method: SPF monitoring and evaluation activities are counted in the data set as single prevention services, using the Number of Units field, each time an activity is completed.. Record the service population. Demographic tracking does not apply to this service type

Environmental Strategies

The environmental strategy establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing the incidence and prevalence of the abuse of alcohol, tobacco, and other drugs by the general population. This strategy is divided into two subcategories to permit distinction between activities that center on legal and regulatory initiatives and those that relate to service- and action-oriented initiatives.

Code	Service Type
STV01	Environmental Consultation to Communities
STV02	Preventing Underage Sale of Tobacco
STV03	Preventing Underage Alcohol Beverage Sales
STV04	Establishing ATOD-Free Policies
STV05	Changing Environmental Codes/Ordinances/...
STV06	Public Policy Efforts

STV01

Environmental Consultation to Communities

Consultation or guidance intended to maximize the development and/or enforcement of substance abuse norms and standards. Examples are:

- TA to Initiatives to Mobilize People for the Control of Tobacco Use (IMPACT)
- TA to the American Stop Smoking Intervention Study (ASSIST)
- TA to communities in monitoring enforcement of laws relative to the sale of alcohol or tobacco to minors
- TA to develop drug-free workplaces
- TA in developing drug-free school zones

Count Method: Environmental consultation to communities is counted in the data set as a single prevention service. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population. Demographic tracking is not applicable to this service type.

STV02

Preventing Underage Sale of Tobacco—Synar Amendment

Activities intended to prevent the sale of tobacco and tobacco products to minors. They are also intended to track activities that meet the block grant requirements under the Synar amendment. Examples are:

- Conducting compliance activities
- Vendor education
- Law enforcement education

123

Count Method: Preventing underage sale of tobacco and tobacco products activities is counted in the data set, using the Number of Units field, as a single prevention service (e.g., conducting compliance activities). If the service meets the definition of recurring (e.g., 6-week vendor education), count as a recurring prevention service. Record the service population. Demographic tracking is not applicable for compliance activities, but is applicable for other education activities.

STV03**Preventing Underage Alcoholic Beverage Sales**

Activities intended to prevent the sale of alcoholic beverages to minors. They are also intended to track activities such as placing signs (e.g. about drinking and pregnancy) in bars, restaurants, and other establishments and efforts to educate vendors and law enforcement personnel about these issues. Examples are:

- Social host training and management programs
- Commercial host training and management programs
- Holiday campaigns and special events
- Server education programs
- Signage activities
- Law enforcement education
- Vendor carding
- Working with alcohol beverage vendors (e.g., bars, restaurants) to reduce the sale and consumption of alcoholic beverages by minors

123

Count Method: Preventing underage alcoholic beverage sales activities is counted in the data set, using the Number of Units field, as a single prevention service. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population. Demographic tracking is not applicable to this service type.

STV04**Establishing ATOD-Free Policies**

Activities intended to establish places of education and workplaces free of ATOD products and use. These activities track efforts to establish or enhance school and workplace policies regarding ATOD use. Examples are:

- Establishment of drug-free school zones
- Establishment of drug-free workplaces
- School use policies and procedures (passed or improved)
- Business/workplace use policies and procedures (passed or improved)
- Tobacco use policy (passed or improved)

123

Count Method: Establishing ATOD-free policies activities is counted in the data set, using the Number of Units field, as a single prevention service. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population. Demographic tracking is not applicable to this service type.

STV05**Changing Environmental Codes, Ordinances, Regulations, and Legislation**

Efforts intended to change environmental codes, ordinances, regulations, or other laws to reduce the availability of access to, or incidence or prevalence of abuse of ATOD. Examples are:

- Zoning ordinances to prohibit new alcohol outlets

- Zoning ordinances to reduce the number of existing outlets
- Drinking-in-public ordinances (passed or improved)
- State Alcoholic Beverage Control (ABC) regulations (passed or improved)
- Other local control powers (passed or improved)
- Prevention efforts aimed at state legislatures
- Prevention efforts aimed at city and county officials

123

Count Method: Changing environmental codes, ordinances, regulations, or other legislation is counted in the data set, using the Number of Units field, as a single prevention service. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population. Demographic tracking is not applicable to this service type.

STV06

Public Policy Efforts

Activities intended to reflect efforts to change public policy about ATOD. Examples are:

- Managing advertising campaigns
- Public policy campaigns to change product pricing
- Public policy campaigns to change the location of alcohol and tobacco products to reduce accessibility to minors
- Conducting public policy campaigns (e.g., warning campaigns, health and safety campaigns)
- Developing uniform law enforcement policies within a jurisdiction or a series of surrounding jurisdictions to provide a community standard in the management of underage drinking and smoking, and related behaviors

123

Count Method: Public policy change activities are counted in the data set, using the Number of Units field, when the campaign is completed. Count as a single prevention service. Record the service population. Demographic tracking is not applicable to this service type.

Information Dissemination

Information dissemination provides awareness and knowledge of the nature and extent of substance abuse and addiction and its effects on individuals, families, and communities. The strategy is also intended to increase knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one-way communication from the source to the audience, with limited contact between the two.

Code	Service Type
STN01	Clearinghouse/Information Resource Center
STN02	Health Fairs
STN03	Health Promotions
STN04	Original A/V Material Developed
STN05	Original Written Material Developed
STN06	Original Curricula Developed
STN07	Original Periodicals Developed
STN08	Original PSAs Developed
STN09	Original Resource Directories Developed
STN10	A/V Material Disseminated
STN11	Printed Material Disseminated
STN12	Curricula Disseminated
STN13	Periodicals Disseminated
STN14	PSAs Disseminated
STN15	Resource Directories Disseminated
STN16	Media Campaigns Distributed
STN17	Speaking Engagement Attendees
STN18	Telephone/Email Info Requests Received
CTN01	Web Site Development
CTN02	Web Site Hits

STN01

Clearinghouse/Information Resource Center

A clearinghouse or Resource Center is a central repository of and dissemination point for current, factual, and culturally relevant written and audiovisual information and materials concerning substance use and abuse. Examples are:

- Information resource centers
- Resource libraries
- Electronic bulletin boards

- Prevention resource centers
- Regional Alcohol and Drug Awareness Resource (RADAR) network centers

Count Method: A clearinghouse/information resource center is counted in the data set only once, using the Number of Units field, usually at the beginning of the reporting period for the year. Count as a single prevention service. Record the service population as SP99 (not applicable). Demographic tracking is not applicable to this service type.

STN02

Health Fairs

Generally, a school- or community-focused gathering, such as a carnival or bazaar, traditionally held for barter or sale of goods, often for charity. These events offer an opportunity to disseminate materials and information on substance abuse prevention and health-related issues. Examples are:

- School health promotion gatherings
- Health screening programs in shopping malls
- Church fairs or carnivals
- Public health or health education fairs

Count Method: Health fairs are counted in the data set as a single prevention service. Record the service population and the demographics.

STN03

Health Promotions

A wide array of services and methods for dissemination of information intended to educate individuals, schools, families, and communities about specific substance abuse and health-related risks, risk reduction activities, and other activities to promote positive and healthy lifestyles. Examples are:

- Dissemination of materials at health education programs
- Health screening services
- Showing of substance abuse prevention videotapes at fairs and similar events

Count Method: Health promotion services are counted in the data set as a single prevention service. Record the service population and the demographics.

Materials Development

This is the creation of original documents and other educational pieces for use in information dissemination activities related to substance abuse and its effects on individuals, schools, families, and communities. Services under this category include audiovisual materials, printed materials, curricula, newsletters, public service announcements, and resource directories, as described below.

Count Method: The creation of a document or other educational material is counted in the data set as a single prevention service once when it is created. Demographic tracking is not applicable to this service type.

STN04

Audiovisual Material

This is a prevention material involving both hearing and sight. Examples are videotapes and films, CD-ROMs, multimedia websites, DVDs.

STN05**Written Materials**

Written materials designed to inform individuals, schools, families, and communities about the effects of substance abuse and available prevention approaches and services. Examples are:

- Brochures
- Flyers
- Fact sheets
- Posters
- Pamphlets
- Prevention plans
- Website content

STN06**Curriculum**

A course of study in prevention that includes all the materials needed for the course to be replicated, including learning goals and objectives, materials, evaluation, etc.

STN07**Periodical**

A report giving timely prevention news or information of interest to a particular group, produced on a periodic basis, and disseminated via email, website, mail, fax or other means.

STN08**Public Service Announcement (PSA)**

A media message or campaign, provided through public means at no charge, designed to inform and educate audiences concerning substance abuse and its effects on individuals, schools, families, and communities. Examples are:

- Television PSAs
- Radio PSAs
- No-charge newspaper advertisements and announcements
- Video, animated, audio or written materials displayed on websites

STN09**Resource Directory**

A list of substance abuse and related programs and services in a particular community, county, or state. Examples are:

- State services resource directory
- Community services resource directory
- Certification directory
- Training course directory

Materials Dissemination

This service type is the distribution of written and audiovisual prevention information. Examples are providing handouts for a speaking engagement or providing materials for health fairs. Products included in the category are defined under Materials Development. Services under this category are:

STN10

Audiovisual Material

STN11

Printed Material

STN12

Curriculum

STN13

Periodical

STN14

Public Service Announcement

STN15

Resource Directory

123

Count Method: Materials dissemination services are counted, using the Number of Units field, as the quantity of items disseminated. NOTE: A PSA is counted only once in the data set: when it airs for the first time. Count as a single prevention service. Record the service population. Demographic tracking is not applicable to this service type.

STN16

Media Campaigns

Structured activities that use print and broadcast media to deliver prevention information or health promotion messages relative to substance abuse. In contrast with PSAs, campaign messages are usually deeper and more involved. Examples are:

- Media promotion of Red Ribbon, Project Graduation, or other similar events
- Printing of ads with “no-use” messages
- Distribution of signs to stores and businesses
- Distribution of bumper stickers, posters, etc.
- Use of national substance abuse prevention media materials tagged to a state or community (e.g., Partnership for a Drug-Free America)
- Prevention ads and messages in newspapers
- Development of a website that promotes health or prevention

123

Count Method: Media campaigns are counted in the data set, using the Number of Units field, when the campaign has been distributed to the vendor who will promote it (e.g., when the ads are printed in the paper or the store owner puts up the signs). Count as a single prevention service. Record the service population. Demographic tracking is not applicable to this service type.

STN17

Speaking Engagements

A wide range of prevention activities intended to impart information about substance abuse issues to general and/or targeted audiences. Examples are:

- Speeches
- Talks
- News conferences
- Briefings
- One-time classroom presentations
- One-time assembly presentations
- Hearings
- Volunteer speakers bureaus



Count Method: Speaking engagements are counted in the data set as a single prevention service. Record the service population and the demographics.

STN18

Telephone/Email Information Services

Telephone and email services intended to provide information about substance abuse prevention and treatment issues and services. This does not include telephone calls that are a normal part of day-to-day business. Examples are:

- Toll-free telephone number services
- Information and referral lines
- Hotlines
- Crisis lines
- Email support service center



Count Method: Telephone and email information services are counted, using the Number of Units field, in the data set as the total number of calls received and emails responded to during a month. Count as a single prevention service. Record the service population. Demographic tracking is not applicable to this service type.

CTN01

Web Site Development

This service is the creation of a web site or sub-site (pages on a parent agency web site) in order to provide information on a prevention program and its services.



Count Method: Web site development is counted using the Number of Units field, each time a new web site or sub-site is developed. Count as a single prevention service when initially created. Record the service population. Demographic tracking is not applicable for this service type.

CTN02

Web Site Hits

The number of times a web site or web page has been viewed.



Count Method: Web-site hits are counted, using the Number of Units field, each time a web site is visited. Total hits should be tabulated and reported in the data set the last day of the month. Count as a single prevention service. Record the service population. Demographic tracking does not apply to this service type.

Education

Prevention education involves two-way communication and is distinguished from the information dissemination strategy by the fact that interaction between the educator and/or facilitator and the participants is the basis of its components. Services under this strategy aim to improve critical life and social skills, including decision-making, refusal skills, critical analysis, and systematic judgment abilities.

Code	Service Type
STE01	COSA/Children of Substance Abusers Groups
STE02	Classroom Educational Services
STE03	Educational Services for Youth Groups
STE04	Parenting/Family Management Services
STE05	Peer Leader/Helper Programs
STE06	Small Group Sessions

STE01

Children of Substance Abusers (COSA) Groups

Substance abuse prevention educational services targeted to youth and adults who are children of substance abusers. Examples are:

- COSA 12-step program
- Short-term educational groups
- Programs that are designed to address COSA risk and protective factors
- Adult Children of Alcoholics (ACOA) meetings



Count Method: COSA educational groups are counted in the data set as recurring prevention services. Record the service population and the demographics.

STE02

Classroom Educational Services

Classroom Educational Services are prevention lessons, seminars, or workshops that are recurring and are presented primarily in a school or college classroom. Examples are:

- Delivery of recognized prevention curricula (e.g., Babes, Talking With Your Kids About Alcohol)
- Regular and recurring health education presentations to students



Count Method: Classroom educational services are counted in the data set as recurring prevention services. Record the service population and the demographics. NOTE: A one-time presentation should be counted as a speaking engagement.

STE03

Educational Services for Youth Groups

Structured substance abuse prevention lessons, seminars, or workshops directed to a variety of youth groups (children, teens, young adults) and youth organizations. Examples are:

- Substance abuse education for youth groups such as Boys & Girls Clubs and Scouts

- General substance abuse prevention education for other groups or organizations serving youth

123

Count Method: Educational services for youth groups (including youth, young adults and adults that serve youth) are counted in the data set as recurring prevention services. Record the service population and the demographics.

STE04

Parenting/Family Management Services

Structured classes and programs intended to assist parents and families in addressing substance abuse risk factors, implementing protective factors, and learning about the effects of substance abuse on individuals and families. Topics typically include parenting skills, family communications, decision-making skills, conflict resolution, family substance abuse risk factors, family protective factors, and related topics. Examples are:

- Parent effectiveness training
- Parenting and family management classes
- Prevention programs targeting the family
- Programs designed to strengthen families

123

Count Method: Parenting/family management services are counted in the data set as recurring prevention services. Record the service population and the demographics.

STE05

Peer Leader/Helper Programs

Structured, recurring prevention services that use peers (people of the same rank, ability, or standing) to provide guidance, support, and other risk reduction activities for youth or adults. Examples are:

- Peer resistance development
- Peer/cross-age tutoring programs
- Student non-using groups (e.g., "Just Say No" clubs)
- Teen leadership institutes
- Peer support activities (e.g., clubs, church groups)

123

Count Method: Peer leader/helper programs are counted in the data set as recurring prevention services. Record the service population and the demographics.

STE06

Small Group Sessions

Small Group Sessions are educational services to youth or adults in groups of not more than 16 members. Examples are:

- Substance abuse education groups
- Youth education groups
- Parent education groups
- Business education groups
- Church education groups

123

Count Method: Small group sessions are counted in the data set as recurring prevention services. Record the service population and the demographics.

Alternative Activities

Alternatives provide for the participation of target populations in activities that exclude substance abuse. The assumption is that constructive and healthy activities offset the attraction to or otherwise meet the needs usually filled by alcohol, tobacco, and other drugs and would therefore minimize or remove the need to use these substances.

Code	Service Type
STA01	ATOD-free Social/Recreational Events
STA03	Community Drop-In Centers
STA04	Community Drop-In Center Activities
STA06	Community Services
STA07	Youth/Adult Leadership Functions

STA01

Alcohol-, Tobacco- and Other Drug-Free Social/Recreational Events

These are social and recreational activities for youth and adults that specifically exclude the use of alcohol, tobacco, and other drugs. Examples are:

- Project Graduation and similar events
- After-prom parties
- Alcohol-, tobacco-, and other drug-free school events
- Alcohol-, tobacco-, and other drug-free community events
- Smoke-free gatherings and events

123

Count Method: Alcohol-, tobacco-, and other drug-free social/recreational events are counted in the data set as a single prevention service. If the service meets the definition of recurring, count as a recurring prevention service). Record the service population and the demographics.

STA03

Community Drop-In Centers

Centers that provide community facilities and structured prevention services that do not permit alcohol, tobacco, or other drug use on their premises.

123

Count Method: Count the number of community drop-in centers only one time per year, using the Number of Units field, preferably at the beginning of the reporting period for the year. Count as a single prevention service. Record the service population as "Not applicable" (Service Population Code SP99). Demographic tracking is not applicable to this service type. NOTE: Activities conducted at a community drop-in center are counted under Community Drop-In Center Activities (see below).

STA04

Community Drop-In Center Activities

Substance abuse prevention activities and events held at community drop-in centers that offer social, recreational, and learning environments free of alcohol, tobacco, and other drugs. Examples are:

- Teen center activities

- Community center activities
- Recreation center activities
- Senior citizen center activities

123

Count Method: Activities conducted at the community drop-in center are counted in the data set as a single prevention service. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population and the demographics. NOTE: The center would be counted under Community Drop-In Centers (see above).

STA06

Community Services

Functions intended to prevent substance abuse by involving youth and adults in providing a variety of community services. Examples are:

- Community clean-up activities
- Events to repair or rebuild neighborhoods
- Fundraising for charitable causes
- Support to the elderly, handicapped, ill, etc.

123

Count Method: Community services are counted in the data set as single prevention services. If the service meets the definition of recurring, count as a recurring prevention service. Count the number of attendees who participated in the event, not the recipient of the event (e.g., count the number of youth repairing the buildings, not the number of buildings repaired). Record the service population and the demographics.

STA07

Youth/Adult Leadership Functions

These are services through which youth/adult role models work with youth to help prevent substance abuse. Examples are:

- Tutoring programs
- Coaching activities
- Adult mentoring programs
- Adult-led youth groups
- Youth/peer mentoring programs

123

Count Method: Youth/adult leadership services are counted in the data set as a single prevention service. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population and the demographics. NOTE: A mentoring program is defined as a relationship over a prolonged period of time between two or more people in which the older, wiser, more experienced individual(s) provide stable, as-needed support, guidance, and concrete help to the younger, at-risk person(s).

Problem Identification and Referral

Problem identification and referral aims to classify those who have indulged in illegal or age- inappropriate use of tobacco or alcohol and those who have indulged in the first use of illicit drugs, and to assess whether their behavior can be reversed

through education. It should be noted, however, that this strategy does not include any function designed to determine whether a person is in need of treatment.

Code	Service Type
STP01	Employee Assistance Programs
STP03	Student Assistance Programs
STP05	DUI/SWI/MIP Programs
STP06	Prevention Assessment and Referral
STP07	Tobacco Court Mandated Programs for Youth
CTP07	Case Management Participants

STP01

Employee Assistance Programs

These are services intended to provide substance abuse information for individuals whose substance abuse-related problems may be interfering with work performance. Examples are:

- Workplace prevention education programs
- Risk reduction education for work-related problems involving substance abuse
- Health education and health promotion programs for employees
- Supervisor training
- Screening for referral



Count Method: Employee assistance programs are counted in the data set as single prevention services. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population and the demographics.

STP03

Student Assistance Programs

Structured prevention programs intended to provide substance abuse information for students whose substance abuse may be interfering with their school performance. Examples are:

- Early identification of student problems
- Referral to designated helpers
- Follow-up services
- In-school services (e.g., support groups)
- Screening for referral
- Referral to outside agencies



Count Method: Student assistance programs are counted in the data set as single prevention services. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population and the demographics.

STP05

DUI/DWI Programs

In states that count DUI/DWI programs as a prevention service. Structured prevention education programs intended to change the behavior of youth and adults who have been involved in the use of alcohol and/or other drugs while operating a motor vehicle. Examples are:

- Alcohol-related highway traffic safety classes

- Alcohol and other drug awareness seminars
- Court-mandated alcohol and other drug awareness and education programs

123

Count Method: DUI/DWI programs are counted in the data set as recurring prevention services. Record the service population as People Using Substances (Service Population Code SP16). Record the demographics.

STP06

Prevention Assessment and Referral Services

Refers to those activities intended to provide a risk screening, assessment, and referral to prevention service populations for placement in prevention or other appropriate services.

123

Count Method: Prevention assessment and referral services are counted in the data set as single prevention services. Record the service population and the demographics.

STP07

Tobacco Court Mandated Programs for Youth

Refers to structured prevention education programs intended to change the behavior of underage youth who have been involved in the use of tobacco and subsequently mandated by someone in authority to attend a tobacco diversion program.

123

Count Method: Tobacco diversion programs are counted as single prevention services. If the service meets the definition of recurring, count as a recurring prevention service. Record the service population as People Using Substances (Service Population Code SP16). Record the demographics.

CTP07

Case Management

The monitoring of an individual or family provided on an ongoing basis in an effort to identify and address strengths and needs. Examples are:

- *Referral services:* The process of directing an individual or family to an agency, resource, or professional known to be able to provide a needed service.
- *Home visits:* The act of going to an individual or family's home to provide prevention-related services.
- *Telephone contacts:* Calls made to an individual or family for case management purposes.
- *Service Coordination:* The monitoring and management of services an individual or family receives in an effort to eliminate or reduce problems that arise from the fragmentation of services.

123

Count Method: Case management is counted in the data set as a recurring prevention service. Record the service population. Demographic tracking is applicable for this service type.

Service Population Codes

The Service Population refers to the population or specific target groups that receive the prevention services (for example, preschool students or law enforcement). Each Service Population has its own MDS code. Select one Service Population and corresponding code for each service conducted.

Code	Population
SP01	Business and Industry: Individuals who manage or work in for: profit or not: for: profit businesses or industry. Examples are small businesses, companies, corporations, industrial plants, and unions.
SP02	Civic Groups/Coalitions: Members of civic organizations, nonprofit organizations, and community coalitions. Examples are men's and women's state or local civic groups, nonprofit agency boards of directors or staff, community or statewide coalition members, community partnership groups, and community task forces, alliances, and similar community organizations.
SP03	College Students: Youth and adults enrolled in public or private institutions of higher education, including enrollees in universities, colleges, community colleges, technical colleges, and other institutions for advanced education.
SP04	*Children of Substance Abusers/COSAs: Youth and adults who are children of substance abusers. Examples are adult children of alcoholics, children whose parents abuse alcohol or other drugs, and children raised in or chronically exposed to situations involving substance abuse.
SP05	*Delinquent/Violent Youth: Youth who display risk factors for delinquency or violence or who have been determined to be delinquent or violent. Examples are youth declared delinquent by a State child welfare system, youth who have been arrested for juvenile delinquent behavior, youth who are chronically truant, and youth who display chronic or periodic violent behavior, including youth who display antisocial behavior (e.g., chronic fighting, hitting, using weapons).
SP06	*Economically Disadvantaged Youth/Adults: Youth and adults considered to be underprivileged in material goods due to poor economic conditions. Examples are youth and adults living in poor housing conditions or who are enrolled in state or Federal public assistance programs.
SP07	Older Adults: Adults considered to be older (in general, persons over 65 years of age). Examples are older persons who are living independently or residing in a nursing home or an assisted living facility.
SP08	Government/Elected Officials: Individuals holding government positions, including those who have been elected to public office. Examples are government workers; mayors; city administrators; city or county commissioners, supervisors, or other elected officials; state legislators and staff; and members of the U.S. Congress and their legislative staff.
SP09	Elementary School Students: Youth enrolled in public or private elementary schools in kindergarten through grade 5.
SP10	General Population: Youth and adult citizens of a state rather than a specific group within the general population.

Code	Population
SP11	Health Professionals: Individuals employed by or volunteering for health care services. Examples are physicians, nurses, medical social workers, medical support personnel, medical technicians, and public health personnel.
SP12	High School Students: Youth enrolled in public or private high schools (generally grades 10 through 12) and home
SP13	*Homeless/Runaway Youth: Youth (and adults) who do not have a stable residence or who have fled their primary residence. Examples are street youth (and adults), youth (and adults) in homeless shelters, and youth in unsupervised living situations.
SP14	Middle/Junior High School Students: Youth enrolled in public or private middle schools or junior high schools, including grades 6 through 8, 6 through 9, or 7 through 9, sixth
SP15	Parents/Families: Parents and families, including biological parents, adoptive parents, and foster parents; grandparents, aunts and uncles, or other relatives in charge of or concerned with the care and raising of youth; nuclear families; and mixed families.
SP16	*People Using Substances: Youth and adults who may have used or experimented with alcohol, tobacco, or other drugs. Examples are youth or adults charged with driving under the influence (DUI), driving while intoxicated (DWI), or being a minor in possession (MIP); social or casual users of illicit substances; and youth and adults who smoke tobacco or consume alcoholic beverages but who are not yet in need of treatment services.
SP17	*People with Disabilities: Youth and adults who have disabilities. Examples are individuals who are physically handicapped, hearing impaired, speech impaired, or visually impaired.
SP18	*People with Mental Health Problems: Youth and adults with mental health problems. Examples are persons with diagnosable mental illness such as depression, severely emotionally disturbed youth, and the educable mentally retarded.
SP19	*Physically/Emotionally Abused People: Youth and adults who have experienced physical or emotional abuse. Examples are victims of physical abuse, sexual abuse, incest, emotional abuse, and domestic abuse.
SP20	Pregnant Females/Women of Childbearing Age: Women who are of the physiological age to bear children and for whom the intent of prevention services is to ensure healthy newborns.
SP21	Preschool Students: Youth enrolled in, or of an age to be enrolled in, public or private preschool programs. Examples are youth enrolled in preschool programs, child day care, and Head Start programs, and other children aged 4 or younger.
SP22	Prevention/Treatment Professionals: Individuals employed as substance abuse prevention or treatment professionals. Examples are counselors, therapists, prevention professionals, preventionists, clinicians, prevention or treatment supervisors, and agency directors.

Code	Population
SP23	Religious Groups: Individuals involved with or employed in religious denominations or organized religious groups such as churches, synagogues, temples, or mosques. Examples are members, deacons, elders, clergy, religious associations, ministerial associations, ecumenical councils or organizations, lay leaders, and religious education staff.
SP24	*School Dropouts: Youth under the age of 18 who have not graduated from school or earned a general educational development certificate and/or who are not enrolled in a public or private learning institution.
SP25	Teachers/Administrators/Counselors: Individuals employed in the education field. Examples are teachers, coaches, deans, principals, faculty, and counselors.
SP26	Youth/Minors: Children under age 18 who are not otherwise counted under one of the school grade categories. Examples are youth in recreation programs (camps, summer programs), youth in employment programs, and youth in clubs or recreation centers.
SP27	Law Enforcement/Military: Individuals employed in law enforcement agencies or in one of the U.S. Armed Services. Examples are police, sheriffs, state law enforcement personnel, and members of the National Guard, Army, Navy, Marines, Air Force, and Coast Guard.
SP28	Gays/Lesbians: Individuals who identify themselves as emotionally and physically attracted to others of the same gender.
SP98	*Other: Individuals or organizations who do not fit any of the above definitions or who represent a special population on which a particular state wishes to capture prevention services data. Use Service Population Code SP98.
SP99	Not Applicable: Used for prevention services not directed at a service population (e.g., clearinghouse, community drop: in centers, community teams).
CT01	Housing Complexes/Organizations
CT02	Mentor/Mentee Matches
CT03	Racial and Ethnic Population
CT04	Persons in Recovery

*** CSAP defines this group as a high-risk population**

User Defined Fields

Risk/Protective Factors

A risk factor is a condition for a group, individual, or geographic area that increases the likelihood of a substance use or abuse problem occurring. A protective factor is a condition that builds resilience to substance use and can serve to buffer the negative effects of risk. Many of these factors are specific to underage youth.

Each service must address a primary risk or protective factor in a group, individual, or geographic area to contribute to the prevention of substance abuse. These factors, which are selected from a drop down menu in MDS, are listed below.

Domain	Code	Factor	R	P
Individual/ Peer	1	Lifetime AOD Use	✓	
	2	Rebelliousness	✓	
	3	Impulsiveness	✓	
	4	Favorable Attitudes Toward Antisocial Behavior	✓	
	5	Healthy Beliefs and Clear Moral Standards		✓
	6	Strong Self-Esteem		✓
	7	Favorable Attitudes Toward AOD Use	✓	
	8	Disapproval of AOD Use		✓
	9	Perceived Harm of AOD Use		✓
	10	Perceived Risk of AOD Use		✓
	11	Intention to Use AOD	✓	
	12	Stress Management Skills		✓
	13	Strong Decision Making Skills		✓
	14	Strong Social Skills		✓
	15	Strong Goal Setting Skills		✓
	16	Perceived Availability of Drugs	✓	
	17	Assertiveness		✓
	18	Inaccurate Beliefs About Peer Norms	✓	
	19	Interaction with Antisocial Peers	✓	
	20	Strong Leadership/Mentoring Skills		✓
	21	Early Initiation of Antisocial Behavior	✓	
	22	Engagement in Prosocial Activities		✓
	23	Resistance to Pro-AOD Use Media Messages		✓
	24	Emotional/Psychological Problems	✓	
	25	Religiosity		✓
	26	Strong Peer Resistance Skills		✓

MDS DEFINITIONS AND CODES

Domain	Code	Factor	R	P
Individual/ Peer	27	Risk Taking/Sensation Seeking	✓	
	28	Early Initiation of AOD Use	✓	
	29	High 30-day AOD Use	✓	
	30	ATOD Dependency	✓	
	31	Problem Drinking/Drug Use	✓	
	32	Binge Drinking	✓	
School	33	Little Commitment to School	✓	
	34	Rewards for Prosocial School Involvement		✓
	35	High Education Expectations and Aspirations		✓
	36	Parent/Guardian Involvement in School		✓
	37	Unsafe School Environment	✓	
	38	Academic Failure	✓	
	39	Opportunities for Prosocial School Involvement		✓
	40	Poor School Climate	✓	
	41	Ambiguous Rules/Inconsistent Sanctions for Student AOD Use	✓	
Family	42	High Family Conflict	✓	
	43	Family Cohesion		✓
	44	Strong Parent-Child Bonding		✓
	45	Family Attachment		✓
	46	Family History of Antisocial Behavior	✓	
	47	Family History of AOD Problems	✓	
	48	Poor Family Management	✓	
	49	Poor Parent/Guardian Discipline Skills	✓	
	50	Change in Family Composition	✓	
	51	Parent/Guardian Attitudes Favorable to AOD Use	✓	
	52	Opportunities for Prosocial Family Involvement		✓
	53	Rewards for Prosocial Family Involvement		✓
	54	Strong Family Decision Making/Problem Solving Skills		✓
	55	Poor Family Coping Styles	✓	
	56	Strong Family Ethnic Identity		✓
	57	High Family Stress	✓	
Community	58	Extreme Economic Deprivation	✓	
	59	Availability of Community Resources/Opportunity Structures		✓
	60	Strong Social Support		✓
	61	Low Neighborhood Attachment	✓	
	62	Community Disorganization	✓	
	63	Availability of AOD-Free Activities		✓
	64	Strong Sense of Community		✓

Domain	Code	Factor	R	P
Community	65	Opportunities for Prosocial Community Involvement		✓
	66	Rewards for Prosocial Community Involvement		✓
	67	High Neighborhood Mobility	✓	
	68	Community Norms Favorable to AOD Use		
	69	Community Laws Favorable to AOD Use	✓	
	70	Low Enforcement of ATOD Laws	✓	

IOM Categories

The Institute of Medicine (IOM) uses a model of prevention that describes three concepts for targeting individuals or groups with interventions. Each service must be categorized into one of these categories. Select from the Drop-Down Fields.

Universal

Prevention measures that address an entire population with messages and programs aimed at preventing or delaying the use of alcohol, tobacco and other drugs. The goal of universal prevention is to provide all individuals with information and skills necessary to prevent the problem. The entire population is considered to be at risk and able to benefit from universal prevention programs.

Selective

Selective prevention measures target subsets of the entire population that are considered at risk for substance abuse. Examples might include children of alcoholics, students failing academically or children living in high drug use neighborhoods. Selective prevention targets the entire subgroup.

Indicated

Indicated prevention measures are designed to prevent the onset of substance abuse in individuals who are showing early danger signs, but do not meet the medical criteria for addiction. Danger signs may include use of alcohol or marijuana, or falling grades. The goal of indicated prevention is to identify individuals exhibiting early signs of substance abuse and other problem behaviors and to involve them in special programs.

Hours of Direct Service

For each service, enter the number of hours spent actually providing the service. Includes setup and clean-up time, but not administrative, planning, or other related time.

Hours of Indirect Service

Indirect service activities, such as documentation (reporting activity), attending meetings, participating in training workshops, or time spent on travel, also need to be recorded by direct service staff.

Funding Source

Enter the program code for the initiative under which the service was conducted.

Initiative	Program Code
Statewide Service Delivery Agent	SDA
Regional Action Council	RAC
Prevention Training Collaborative	PTC
Best Practice Program	BPP
CT Youth Suicide Prevention Initiative	SPI
SIG-E CSU Prevention Initiative	SIG
CT Strategic Prevention Framework	SPF

Zip Code

Enter the zip code of the location where the service was conducted.

Service Facility

Enter the type of facility where service was conducted:

- Community-Based Agency
- Municipal Building
- School
- Healthcare Facility
- Jail
- Court
- Other

MDS Security Levels

Provider Staff

- Can enter data for all provider staff
- Can edit data they enter
- Can view and generate reports for all provider staff

Provider Administrator

- Can enter data for all provider staff
- Can edit all provider data
- Can view and generate reports for all provider staff

Inactive

- Used to disable access for staff who leave the agency
- Cannot enter, edit, view or report on any data

NOTE: Please notify the MDS Administrator when users resign from your agency so that they can be deactivated. However, because their names are associated with previous records, inactive users will continue to appear on the MDS Staff List.

MDS 4 Data Entry Form (Revised 01-07)

Part 1: Basic Information

Staff

Provider

Substate

Service Code ☐ Single ☐ Recurring

Service Type

Part 2: Session Information

Service Date

Group Name

Unit Count (if applicable)

Session Number (Recurring ONLY)

Activity Code (Recurring ONLY)

Activity Description (Recurring ONLY)

Service Population Code

Part 3: Service Statistics CONTINUED

Participants By Hispanic Origin

Hispanic or Latino

Not Hispanic or Latino

Participants By Race

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islanders

White/Caucasian

Participants That Selected More Than One Race

Participants By Other Demographic Category

Part 3: Service Statistics

Attendees/New Participants (Male)

Attendees/New Participants (Female)

Total Present

Number Completed (Recurring ONLY)

Counts Are Estimated ☐ No ☐ Yes

Attendees/Participants by Age

Age 0-4	<input type="text"/>
Age 5-11	<input type="text"/>
Age 12-14	<input type="text"/>
Age 15-17	<input type="text"/>
Age 18-20	<input type="text"/>
Age 21-24	<input type="text"/>
Age 25-44	<input type="text"/>
	Subcategory: Age 25-29
	Subcategory: Age 30-34
	Subcategory: Age 35-30
	Subcategory: Age 40-44
Age 45-64	<input type="text"/>
	Subcategory: Age 45-49
	Subcategory: Age 50-54
	Subcategory: Age 55-59
	Subcategory: Age 60-64
Age 65+	<input type="text"/>

4. User Defined Fields

Primary Risk/Protective Factor

IOM Category ☐ Universal ☐ Selected ☐ Indicated

Funding Source

Hours of Direct Service

Hours of Indirect Service

Zip Code Where Service was Conducted

Service Facility Where Service was Conducted

- ☐ Community-Based Agency
- ☐ Municipal Building
- ☐ School
- ☐ Healthcare Facility
- ☐ Jail
- ☐ Court
- ☐ Other

NOTES:

MDS 4 Data Entry Form (Revised 01-07)

SERVICE TYPE CODES

Community-Based Process

STC01: Accessing Services and Funding
STC02: Assessing Community Needs
STC03: Community/Volunteer Services
STC04: Formal Community Teams
STC05: Community Team Activities
STC06: Training Services
STC08: Technical Assistance Services
STC10: Systematic Planning Services
CTC11: Focus Groups
CTC12: Community Funds Distribution
CTC13: SPF Coalition Building
CTC14: SPF Capacity Building
CTC15: SPF Evaluation

Environmental Strategies

STV01: Environmental Consultation to Communities
STV02: Preventing Underage Sale of Tobacco
STV03: Preventing Underage Alcohol Beverage Sales
STV04: Establishing ATOD-Free Policies
STV05: Changing Environmental Codes/Ordinances/...
STV06: Public Policy Efforts

Information Dissemination

STN01: Clearinghouse/Information Resource Center
STN02: Health Fairs
STN03: Health Promotions
STN04: Original A/V Material Developed
STN05: Original Written Material Developed
STN06: Original Curricula Developed
STN07: Original Periodicals Developed
STN08: Original PSAs Developed
STN09: Original Resource Directories Developed
STN10: A/V Material Disseminated
STN11: Printed Material Disseminated
STN12: Curricula Disseminated
STN13: Periodicals Disseminated
STN14: PSAs Disseminated
STN15: Resource Directories Disseminated
STN16: Media Campaigns Distributed
STN17: Speaking Engagement Attendees
STN18: Telephone/Email Info Requests Received
CTN01: Web Site Development
CTN02: Web Site Hits

Education

STE01: COSA/Children of Substance Abusers Groups
STE02: Classroom Educational Services
STE03: Educational Services for Youth Groups
STE04: Parenting/Family Management Services
STE05: Peer Leader/Helper Programs
STE06: Small Group Sessions

Alternative Activities

STA01: ATOD-free Social/Recreational Events
STA03: Community Drop-In Centers
STA04: Community Drop-In Center Activities
STA06: Community Services
STA07: Youth/Adult Leadership Functions

Problem Id And Referral

STP01: Employee Assistance Programs
STP03: Student Assistance Programs
STP05: DUI/SWI Programs
STP06: Prevention Assessment and Referral
STP07: Tobacco Court Mandated Programs for Youth
CTP07: Case Management Participants

SERVICE POPULATION CODES

SP01: Business and Industry
SP02: Civic Groups/Coalitions
SP03: College Students
SP04: COSAs/Children of Substance Abusers
SP05: Delinquent/Violent Youth
SP06: Economically Disadvantaged Youth/Adults
SP07: Older Adults
SP08: Government/Elected Officials
SP09: Elementary School Students
SP10: General Population
SP11: Health Professionals
SP12: High School Students
SP13: Homeless/Runaway Youth
SP14: Middle/Junior High School Students
SP15: Parents/Families
SP16: People Using Substances
SP17: People with Disabilities
SP18: People with Mental Health Problems
SP19: Physically/Emotionally Abused People
SP20: Pregnant Females/Women of Childbearing Age
SP21: Preschool Students
SP22: Prevention/Treatment Professionals
SP23: Religious Groups
SP24: School Dropouts
SP25: Teachers/Administrators/Counselors
SP26: Youth/Minors
SP27: Law Enforcement/Military
SP28: Gays/Lesbians
SP98: Other
SP99: Not Applicable
CT01: Housing Complexes/Organizations
CT02: Mentor/Mentee Matches
CT03: Racial and Ethnic Population
CT04: Persons in Recovery

PRIMARY RISK/PROTECTIVE FACTORS

1. Lifetime AOD Use
2. Rebelliousness
3. Impulsiveness
4. Favorable Attitudes Toward Antisocial Behavior
5. Healthy Beliefs and Clear Moral Standards
6. Strong Self-Esteem
7. Favorable Attitudes Toward AOD Use
8. Disapproval of AOD Use
9. Perceived Harm of AOD Use
10. Perceived Risk of AOD Use
11. Intention to Use AOD
12. Stress Management Skills

13. Strong Decision Making Skills
14. Strong Social Skills
15. Strong Goal Setting Skills
16. Perceived Availability of Drugs
17. Assertiveness
18. Inaccurate Beliefs About Peer Norms
19. Interaction with Antisocial Peers
20. Strong Leadership/Mentoring Skills
21. Early Initiation of Antisocial Behavior
22. Engagement in Prosocial Activities
23. Resistance to Pro-AOD Use Media Messages
24. Emotional/Psychological Problems
25. Religiosity
26. Strong Peer Resistance Skills
27. Risk Taking/Sensation Seeking
28. Early Initiation of AOD Use
29. High 30-day AOD Use
30. ATOD Dependency
31. Problem Drinking/Drug Use
32. Binge Drinking
33. Little Commitment to School
34. Rewards for Prosocial School Involvement
35. High Education Expectations and Aspirations
36. Parent/Guardian Involvement in School
37. Unsafe School Environment
38. Academic Failure
39. Opportunities for Prosocial School Involvement
40. Poor School Climate
41. Ambiguous Rules/Inconsistent Sanctions for Student AOD Use
42. High Family Conflict
43. Family Cohesion
44. Strong Parent-Child Bonding
45. Family Attachment
46. Family History of Antisocial Behavior
47. Family History of AOD Problems
48. Poor Family Management
49. Poor Parent/Guardian Discipline Skills
50. Change in Family Composition
51. Parent/Guardian Attitudes Favorable to AOD Use
52. Opportunities for Prosocial Family Involvement
53. Rewards for Prosocial Family Involvement
54. Strong Family Decision Making/Problem Solving Skills
55. Poor Family Coping Styles
56. Strong Family Ethnic Identity
57. High Family Stress
58. Extreme Economic Deprivation
59. Availability of Community Resources/Opportunity Structures
60. Strong Social Support
61. Low Neighborhood Attachment
62. Community Disorganization
63. Availability of AOD-Free Activities
64. Strong Sense of Community
65. Opportunities for Prosocial Community Involvement
66. Rewards for Prosocial Community Involvement
67. High Neighborhood Mobility
68. Community Norms Favorable to AOD Use
69. Community Laws Favorable to AOD Use
70. Low Enforcement of ATOD Laws

MDS Service Type Count Methods (Revised 01-07)

Strategy	Name of Service	Single or Recurring Service?	Service Type Code	Number of Units Needed?	Service Pop. Needed?	Demographics Needed?
Community-Based Processes	Accessing Services and Funding	S	STC01	Y	Y	N
	Assessing Community Needs	S	STC02	Y	SP10	N
	Community/Volunteer Services to Community Groups	S	STC03	N	Y-Recipients	Y- Recipients
	Formal Community Teams	S	STC04	1-per team	SP99	N
	Community Team Activities	S	STC05	N	Y	Y if R
	Training Services	S/R	STC06	N	Y	Y
	Technical Assistance	S/R	STC08	N	Y	Y
	Systematic Planning	S	STC10	Y	Y	N
	Focus Group Attendees	S	CTC11	N	Y	Y
	Community Funds Distribution	S	CTC12	Y	N	N
	SPF Coalition Building	S	CTC13	Y	Y	Y
	SPF Capacity Building	S	CTC14	Y	Y	Y
	SPF Monitoring and Evaluation	S	CTC15	Y	Y	N
Environmental	Environmental Consultation to Communities	S	STV01	Y if S	Y	Y if R
	Preventing Underage Sale of Tobacco and Tobacco Products	S/R	STV02	Y if S	Y	Y if R
	Preventing Underage Alcoholic Beverage Sales	S/R	STV03	Y if S	Y	N
	Establishing ATOD-free Policies	S/R	STV04	Y if S	Y	N
	Changing Environmental Codes, Ordinances, Regulations and Legislation	S/R	STV05	Y if S	Y	N
	Public Policy Efforts	S	STV06	Y	Y	N
Alternatives	ATOD-free Social/Recreational Events	S/R	STA01	N	Y	Y
	Community Drop-In Centers	S	STA03	1-once/year	SP99	N
	Community Services	S	STA06	N	Y	Y
	Youth/Adult Leadership Functions	S/R	STA07	N	Y	Y
Problem ID and Referral	Employee Assistance Programs	S/R	STP01	N	Y	Y
	Student Assistance Programs	S/R	STP03	N	Y	Y
	DUI/DWI/MIP Programs	R	STP05	N	SP16	Y
	Prevention Assessment and Referral Services	S	STP06	N	Y	Y
	Tobacco Court Mandated Programs for Youth	S/R	STP07	N	SP16	Y
	Case Management	R	CTP07	N	Y	Y

MDS Service Type Count Methods (Revised 01-07)

Strategy	Name of Service	Single or Recurring Service	Service Type Code	Number of Units Needed?	Service Pop. Needed?	Demographics Needed?
Information Dissemination	Clearinghouse/Information Resource Center	S	STN01	1-once	SP99	N
	Health Fair	S	STN02	N	Y	Y
	Health Promotion	S	STN03	N	Y	Y
	Materials Development	S	STN04	Y	Y	N
	Audiovisual Materials		STN05	Y		
	Written Material, including website content		STN06	Y		
	Curriculum		STN07	Y		
	Periodical		STN08	Y		
	Public Service Announcement		STN09	Y		
	Resource Directory					
	Web Site Development	S	CTN01	Y	Y-SP10	N
	Materials Dissemination	S	STN10	Y	Y	N
	Audiovisual Materials		STN11	Y		
	Written Material, including website content		STN12	Y		
	Curriculum		STN13	Y		
	Periodical		STN14	Y		
	Public Service Announcement		STN15	Y		
	Resource Directory					
	Web Site Hits	S	CTN02	Y	Y-SP10	N
Education	Media Campaigns	S	STN16	Y	Y	N
	Speaking Engagements	S	STN17	N	Y	Y
	Telephone/Email Information Services	S	STN18	Y	Y	N
	Children of Substance Abusers (COSA) Groups	R	STE01	N	Y	Y
	Classroom Educational Services	R	STE02	N	Y	Y
	Educational Services for Youth Groups	R	STE03	N	Y	Y
	Parenting/Family Management Services	R	STE04	N	Y	Y
	Peer Leader/Helper Programs	R	STE05	N	Y	Y
	Small Group Session	R	STE06	N	Y	Y

Points to Remember:

➤ Use the **Look-Up Icon** to find correct codes.

➤ All educational activities are **recurring** services.

➤ Activity codes are **not** required for single services.

➤ User Defined Fields codes **are required** for all entries.